



PS&E Submittal Checklist

District 5
Plans, Specifications, & Estimates
Updated: 9/7/17

PRODUCTION/PS&E SUBMITTAL

PS&E Submittal consists of the Final Plans, Specifications, and Estimate along with other required contract and transmittal documents.

- ☐ Transmittal memo (in Word Format):
 - Central Office Let- use [PPM Ex. 20-A \(Word version\)](#)
 - District Let – use [District Contracts Transmittal Memo](#)
- ☐ Contract File Index with attachments (one PDF file), reference [PPM Ex. 20-B](#)
 - Only send the Construction Time Memo/Calendar Day Recommendation from District Construction. Do not include the calculation sheet.
 - Only send the Certification for Construction form (575-095-05). Do not include additional ROW documents, such as the “Non-Right of Way Certification” Memo.
 - For Utility by Highway Contractor (Phase 56) “goes with” projects NO contract file is submitted
 - Preliminary Engineering Certification should be addressed to the Federal Aid Programs Manager, James Jobe
- ☐ ITS Certification
- ☐ File Checker report
- ☐ [Proprietary Product Certification](#), if applicable
- ☐ For Consultant projects, Digitally signed Plans and Spec Package are required (reference [PPM 19.2.2, Digital Signing and Sealing](#))
- ☐ **FDOT Project Manager posts the Production/PS&E Submittal to the [Static Drive](#):**
[\\d5.dot.state.fl.us\d5dfs\Static Data\Specs Submittals](#)
- ☐ **FDOT Project Manager submits the Production/PS&E Submittal by notifying [D5 Spec Phase](#) via email that the Production submittal has been posted to the [Static Drive](#) and is ready for review**

Acceptance of the Production/PS&E Submittal kicks off the Spec Phase. **After all Specs and Estimates comments have been addressed*, “Proposal Summary of Pay Items” has been included in the plans**, and the plans/specs have been signed and sealed; the FDOT Project Manager submits the final package to the [Static Drive](#) for District Specs to transmit to Central Office Final Plans or District Contracts.**

* FDOT PM should post all changes occurring during the Spec Phase to the [Static Drive](#):

[\\d5.dot.state.fl.us\d5dfs\Static Data\Specs Submittals](#)

And notify [D5 Spec Phase](#) via email that a Spec Phase submittal has been posted to the [Static Drive](#) and is ready for review.

**The Estimates Office will send the “Proposal Summary of Pay Items” (XML file) to the Project Manager approximately one week prior to Transmittal/Mail date. The “Proposal Summary of Pay Items” file should be replace the “Project Summary of Pay Items” in the plans.

CHANGE MEMO

Pay item changes occurring during Spec Phase, prior to mail date, require a change memo.

- ☐ Indicate changed Trns*port / pay item notes IF there are any changes, transmit the changed Trns*port / pay item notes electronically, email in pdf format to D5-Spec Phase.

REVISIONS

Any plan, spec, or estimate changes occurring after the project has been accepted by Central Office must be processed as a revision.

- ☐ Follow the Revision Process which is available on the [Pre-Spec to Letting site](#) at:
<http://www.fdot.gov/designsupport/Districts/D5/files/Specs/D5RevisionProcess1.pdf>